

City of Key West
Budget Preparation Worksheets
Fiscal Year 2024/2025

Fund: 401 Sewer Fund
 Department: 0000 Revenue

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
4010000	3242100	Impact Fees-Residential		\$77,893	\$48,659	\$0	\$460,000	\$0	\$0	\$0
Permits Fees & Special Assessm				\$77,893	\$48,659	\$0	\$460,000	\$0	\$0	\$0
4010000	3313602	Grant Funding		\$23,382	\$21,838	\$0	\$0	\$0	\$8,276,706	\$5,808,244
		FORCE MAIN PROJECT								\$5,808,244
4010000	3343900	Other Physical Environmnt		\$0	\$0	\$1,780,000	\$1,780,000	\$0	\$0	\$1,066,666
		MAYFIELD GRANT								\$1,066,666
InterGovernmental Revenue				\$23,382	\$21,838	\$1,780,000	\$1,780,000	\$0	\$8,276,706	\$6,874,910
4010000	3435100	Sewer Service Charges		\$52,870	\$64,702	\$100,000	\$100,000	\$35,608	\$100,000	\$55,000
4010000	3435101	FKAA Collections		\$11,094,905	\$11,253,998	\$11,981,479	\$11,981,479	\$5,541,793	\$10,200,000	\$13,175,513
4010000	3435200	Sewer Connection Fees		\$114,098	\$58,169	\$1,080,000	\$1,080,000	\$213,574	\$60,000	\$60,000
4010000	3435300	Sewer Penalties		(\$54)	(\$10)	\$0	\$0	\$0	\$0	\$0
4010000	3435400	Sewer Charges Navy		\$1,050,486	\$1,445,926	\$510,715	\$510,715	\$456,611	\$600,000	\$604,957
4010000	3435500	Navy Contributed Capital		\$0	\$0	\$211,200	\$211,200	\$0	\$1,830,457	\$474,000
Charges For Services				\$12,312,306	\$12,822,785	\$13,883,394	\$13,883,394	\$6,247,585	\$12,790,457	\$14,369,470
4010000	3610000	Interest Earnings		\$138,078	\$680,518	\$235,364	\$235,364	\$0	\$250,000	\$288,689
4010000	3690000	Other Misc Revenues		\$20,100	\$20,100	\$0	\$0	\$160,432	\$0	\$0
Misc Revenue				\$158,178	\$700,618	\$235,364	\$235,364	\$160,432	\$250,000	\$288,689
4010000	3814020	Stormwater Utility		(\$0)	(\$0)	\$158,312	\$158,312	\$0	\$158,312	\$158,312
4010000	3899006	Retained Earnings		\$0	\$0	\$5,436,575	\$5,669,623	\$0	\$0	\$8,511,737
Other Sources				(\$0)	(\$0)	\$5,594,887	\$5,827,935	\$0	\$158,312	\$8,670,049
Sewer Fund Revenue - Total				\$12,571,758	\$13,593,900	\$21,493,645	\$22,186,693	\$6,408,017	\$21,475,475	\$30,203,118

City of Key West
 FY 24/25 BUDGET
 Personnel Allocation

AUTHORIZED BUDGET	
FY23/24	FY24/25
1.00	1.00

401 3503 SEWER FUND

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY23/24	FY24/25		FY23/24	FY24/25
FULL TIME:			PART TIME:		
Field Inspector	1.00	1.00			
TOTAL FULL TIME:	1.00	1.00	TOTAL PART TIME:	-	-

**SALARY BUDGET
FY 24/25 POSITION CONTROL**

SS Cap (does not incl Med)
174,900 FY25

7.65%

\$17,713 PY \$17,491

COST CENTER/ POSITION TITLE	GRD/ STEP	FY 23/24 Apprvd FTEs	FY 24/25 Proposed FTEs	Health Insurance FTEs	PART TIME	CTRCT COUNT	TEMP COUNT	Notes	Change in FTEs	Annual Salary	12	12	14	15	21	22	23	TOTAL
											FY 24/25 Salary	Longevity	Over time	Special Pay	FICA Medicare	Retire Contrib	Health Life Ins	
401 SEWER FUND																		
GENERAL ADMINISTRATION 3501																		
ADMINISTRATIVE SPECIALIST	G 115	0.40	0.40	0.40						25,279	26,543					2,123		
CONTRACT & PERMIT ENGINEER	N 133	0.40	0.40	0.40						43,165	45,323					3,626		
DIRECTOR-UTILITIES	U 140	0.40	0.40	0.40						44,447	46,670			480		3,734		
PRINCIPAL ENGINEER	N 135	0.40	0.40	0.40						46,200	48,510					3,881		
SENIOR PROJECT MANAGER	N 130	0.40	0.40	0.40						36,254	38,067			144		3,045		
UTILITIES MANAGER/GIS ADMIN	N 130	0.40	0.40	0.40						33,073	34,726					2,778		
		2.40	2.40	2.40	0.00	0.00	0.00			228,419	239,840	0	1,000	624	18,472	19,267	42,511	321,714
RENEWAL AND REPLACEMENT 3503																		
FIELD INSPECTOR	N 122	1.00	1.00	1.00						67,584	70,963			360		5,677		
		1.00	1.00	1.00	0.00	0.00	0.00			67,584	70,963	0	1,000	360	5,533	5,757	17,713	101,326
		3.40	3.40	3.40	0.00	0.00	0.00	0.00		296,003	310,803	0	2,000	984	24,005	25,024	60,225	423,040
									2% Merit Inc		Base 6,216	Taxes 476	Pension 497	7,189	Merit Contingency			

City of Key West
Budget Preparation Worksheets
Fiscal Year 2024/2025

Fund: 401 Sewer Fund

Department: 3501 General Administration

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
4013501	5351200	Regular Salaries & Wages		\$137,407	\$204,847	\$234,882	\$234,882	\$111,182	\$239,840	\$239,840
4013501	5351400	Overtime		\$2,312	\$720	\$1,000	\$1,000	\$0	\$1,000	\$1,000
4013501	5351500	Special Pay		\$210	\$144	\$1,680	\$1,680	\$912	\$624	\$624
4013501	5352100	FICA Taxes		\$11,250	\$14,690	\$18,173	\$18,173	\$8,323	\$18,472	\$18,472
4013501	5352200	Retirement Contributions		(\$16,118)	\$14,120	\$18,871	\$18,871	\$8,042	\$19,267	\$19,267
4013501	5352300	Life & Health Insurance		\$25,774	\$35,837	\$41,977	\$41,977	\$18,484	\$42,511	\$42,511
4013501	5352400	Workers Compensation		\$8,000	\$8,200	\$10,742	\$10,742	\$5,371	\$10,742	\$10,742
Personnel Services				\$168,835	\$278,558	\$327,325	\$327,325	\$152,314	\$332,456	\$332,456
4013501	5353100	Professional Services		\$97,627	\$94,730	\$270,000	\$270,000	\$42,670	\$50,000	\$121,000
		ANNUAL RATE MODEL STUDY								\$25,000
		ENGINEERING & ARCHITECTURAL SERVICES								\$50,000
		GREASE ORDINANCE DEVELOPMENT								\$25,000
		LEGAL ADVERTISING								\$1,000
		PREPARATION OF PERMIT APPLICATIONS								\$10,000
		PROFESSIONAL ASSISTANCE								\$10,000
4013501	5353200	Accounting & Auditing		\$18,540	\$15,992	\$16,901	\$16,901	\$0	\$13,388	\$13,388
		SHARE OF ANNUAL CITY AUDIT								\$13,388
4013501	5353400	Other Contractual Service		\$313,642	\$380,495	\$370,000	\$370,000	\$146,030	\$370,000	\$385,000
		FKAA INTERLOCAL UTILITY BILLING AGREEMENT								\$385,000
4013501	5354000	Travel & Per Diem		\$0	\$897	\$3,000	\$3,000	\$140	\$3,000	\$1,500
4013501	5354100	Communications/Postage		\$0	\$7	\$490	\$490	\$56	\$300	\$300
4013501	5354400	Rentals & Leases		\$1,768	\$1,426	\$2,000	\$2,000	\$539	\$2,000	\$2,000
4013501	5354500	Insurance		\$148,000	\$471,887	\$618,172	\$618,172	\$309,086	\$640,000	\$679,989
		INSURANCE - GENERAL LIABILITY ALLOCATED								\$679,989
4013501	5354600	Repairs and Maintenance		\$11,000	\$11,000	\$0	\$0	\$0	\$0	\$0
4013501	5354700	Printing & Binding		\$0	\$0	\$250	\$250	\$0	\$250	\$250
4013501	5354900	Other Current Charges		\$724	\$351	\$750	\$58,376	\$147	\$750	\$750
4013501	5355100	Office Supplies		\$175	\$147	\$500	\$500	\$286	\$500	\$500
4013501	5355200	Operating Supplies		\$226	\$0	\$500	\$500	\$36	\$250	\$250
4013501	5355400	Books-Subscrip-Membership		\$203	\$99	\$12,500	\$12,500	\$12,271	\$12,500	\$12,800

City of Key West
Budget Preparation Worksheets
Fiscal Year 2024/2025

Fund: 401 Sewer Fund

Department: 3501 General Administration

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
		ESRI MEMBERSHIP MISCELLANEOUS								\$12,300 \$500
4013501	5355500	Training		\$0	\$450	\$2,500	\$2,500	\$0	\$5,000	\$5,000
		TRAINING FWRC WEFTEC								\$2,500 \$2,500
4013501	5355701	Bad Debt		\$7,102	\$3,012	\$0	\$0	\$2	\$0	\$0
Operating Expenditures				\$599,006	\$980,493	\$1,297,563	\$1,355,189	\$511,263	\$1,097,938	\$1,222,727
4013501	5357100	Debt Service-Principal		(\$0)	(\$0)	\$1,628,447	\$1,628,447	\$1,628,447	\$1,628,447	\$1,669,563
4013501	5357200	Debt Service-Interest		\$224,056	\$179,695	\$158,119	\$158,119	\$89,848	\$158,119	\$114,420
4013501	5357300	Other Debt Service Costs		\$25,873	\$20,940	\$0	\$0	\$0	\$0	\$0
Debt Service				\$249,928	\$200,636	\$1,786,566	\$1,786,566	\$1,718,295	\$1,786,566	\$1,783,983
4013501	5359100	Transfers		\$922,009	\$875,514	\$937,593	\$937,593	\$468,797	\$980,254	\$980,254
		TRANSFER TO GENERAL FUND FOR INDIRECT COST AND FRANCHISE/RIGHT OF WAY FY25								\$980,254
Transfers				\$922,009	\$875,514	\$937,593	\$937,593	\$468,797	\$980,254	\$980,254
4013501	5359803	Operating		\$0	\$0	\$2,592,527	\$2,592,527	\$0	\$0	\$2,772,098
4013501	5359804	Salary Contingency		\$0	\$0	\$12,345	\$12,345	\$0	\$7,189	\$7,189
		RESERVE FOR MERIT INCREASES								\$7,189
4013501	5359900	Other Uses		\$0	\$0	\$3,824,445	\$3,667,819	\$0	\$0	\$3,349,984
Reserves				\$0	\$0	\$6,429,317	\$6,272,691	\$0	\$7,189	\$6,129,271
General Administration - Total				\$1,939,779	\$2,335,201	\$10,778,364	\$10,679,364	\$2,850,669	\$4,204,403	\$10,448,691

City of Key West
Budget Preparation Worksheets
Fiscal Year 2024/2025

Fund: 401 Sewer Fund

Department: 3503 Renewal and Replacement

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
		SE35031802 - DIRECTIONAL BORE INFLUENT FORCE MAIN - FLEMING KEY (CARRY FORWARD \$4,778,352)								\$5,808,244
		SE35032203 - PUMP STATION G REHAB (CARRY FORWARD 2,609,530)								\$0
		SE35032301 - PUMP STATION R UPGRADES (CARRY FORWARD \$240,000)								\$3,000,000
		SE35032303 - SANITARY SEWER MASTER PLAN (CARRY FORWARD \$209,613)								\$0
		SE35032304 - PUMP STATION A UPGRADES (CARRY FORWARD \$100,000)								\$500,000
		SE35032401 - PUMP STATION R (CARRY FORWARD \$128,498)								\$750,000
Capital Outlay				\$0	\$0	\$2,150,000	\$3,049,550	\$442,480	\$400,000	\$10,608,244
Renewal and Replacement - Total				\$422,135	\$334,282	\$2,655,031	\$3,561,809	\$864,793	\$1,163,016	\$11,421,260

City of Key West
Budget Preparation Worksheets
Fiscal Year 2024/2025

Fund: 401 Sewer Fund
 Department: 3504 Treatment Plant Operation

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
		NEW CIP - WWTP NEW EFFLUENT PUMP								\$200,000
		Capital Outlay		\$0	\$0	\$800,000	\$682,700	\$299,136	\$300,000	\$600,000
		Treatment Plant Operation - Total		\$5,907,310	\$6,578,196	\$8,060,250	\$7,945,520	\$4,176,623	\$7,832,750	\$8,332,750
		Sewer Fund Expenditures - Total		\$8,269,224	\$9,247,679	\$21,493,645	\$22,186,693	\$7,892,085	\$13,089,929	\$30,202,071

2024/25 Budget
 401 Account-CIP
 Updated July 9, 2024

Projects (In FY 23/24 Budget)	Project Number	Facility	PM	Total Funds	FY Actual	Grant Funds			Navy Share	Navy Funds ⁶	Remaining ¹	Notes
						HMGP	CDBG	Other				
Aeration Basin Blower	SE35031801	WWTP	IM	\$2,038,950.00	\$1,824,908.00				0.23	\$49,229.66	\$164,812.34	Completed in FY 24.
Directional Bore	SE35031802	Sewer	KC	\$5,173,849.00	\$720,184.00	\$540,843.62	\$3,563,054.00		0.07	\$24,483.72	\$325,283.66	
Pump Station G Rehabilitation	SE35032203	Sewer	SG	\$2,846,906.00	\$271,692.00				0.07	\$180,264.98	\$2,394,949.02	BT not processed in OS. Updated here. Check.
Pump Station R Upgrades	SE35032301	Sewer	SG	\$240,000.00	\$0.00				0.07	\$16,800.00	\$223,200.00	Completed in FY 24.
UV System Upgrades	SE35032302	WWTP	KC	\$880,000.00	\$827,468.00			\$827,468.00	0.23			
Sanitary Sewer Master Plan	SE35032303	Sewer	KC	\$350,000.00	\$140,386.79				0.07	\$14,672.92	\$194,940.29	OS needs to be updated. Mayfield agreement pending.
Pump Station A Upgrades	SE35032304	Sewer	SG	\$100,000.00	\$0.00				0.07	\$7,000.00	\$93,000.00	
Pump Station F	SE35032401	Sewer	SG	\$128,498.00	\$3,736.00				0.07	\$8,733.34	\$116,028.66	
Switchgear Upgrade	SE35042002	WWTP	IM	\$3,139,650.00	\$2,431,117.13				0.23	\$162,962.56	\$545,570.31	
Solids Dewatering	SE35042006	WWTP	SG	\$3,800,000.00	\$286,907.53			\$2,500,000.00	0.23	\$233,011.27	\$780,081.20	Completed in FY 24.
SCADA Upgrades	SE35042101	WWTP	DC	\$100,000.00	\$28,472.25				0.23	\$16,451.38	\$55,076.37	
RAS WAS Pumps	SE35042102	WWTP	IM	\$3,746,850.00	\$1,585,212.00				0.23	\$497,176.74	\$1,664,461.26	Completed in FY 24.
Building Renovations (Interior, Fire and Roll up Doors)	SE35042201	WWTP	ST	\$320,000.00	\$54,405.00				0.23	\$61,086.85	\$204,508.15	
Deep Well Valve Replacement	SE35042301	WWTP		\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00	
WWTP Resilience Plan	SE35042401	WWTP		\$400,000.00	\$0.00			\$400,000.00	0.23	\$0.00	\$0.00	
Asset Management Plan		WWTP		\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00	
WWTP Facility Plan		WWTP		\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00	

Totals				\$23,864,703.00	\$8,174,488.70	\$540,843.62				\$1,409,873.42	\$ 7,223,911	
										\$741,344.30		
											\$ 13,063,111	Claim on Cash - 07/09/2024
											\$ 628,588	Impact Fees
											\$ 6,467,788	Cash - After CIP
											\$ 4,112,186	Remaining Revenue FY24
											\$ 827,468	Mayfield Grant UV Upgrades
											\$ (694,993)	Remaining Expenditures - 3501 (GA)
											\$ (303,711)	Remaining Expenditures - 3503 (R&R)
											\$ (1,897,000)	Remaining Expenditures - 3504 (TPO)
											\$ 8,511,737	FY 24-25 Carry Forward

